

COUNTY OF SUFFOLK



BOARD OF ETHICS

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SUFFOLK COUNTY BOARD OF ETHICS FREEDOM OF INFORMATION PROCEDURES

Procedure for Submitting Freedom of Information (FOIL) Request (s) (Access to Public Records)

GENERAL INFORMATION

Certain records of the Suffolk County Board of Ethics (hereinafter “Board of Ethics” or “Board”) are available for public inspection as provided for in the Suffolk County Code, Chapter 77 and the Public Officers Law, Section 87. Individuals wishing to review records maintained by the Suffolk County Board of Ethics, including Financial Disclosure Statements, may do so by following the procedures listed below.

APPLICATION PROCEDURE

1. An Application for Public Access to Records is available on the Board of Ethics page of the Suffolk County website. (Go to www.suffolkcountyny.gov, select “Government” and then select “Board of Ethics” from the list of “Agencies and Boards.”) An application may also be requested by contacting the Board of Ethics by email, phone or regular mail using the contact information listed below.
2. Applications should be filled out in their entirety and mailed, emailed, faxed or hand delivered to the Board’s Freedom of Information Officer (hereinafter “FOI Officer”) using the contact information listed below. The FOI Officer will send acknowledgment of receipt, within five business days of the receipt of the application, and an approximate date when the determination will be made on the request.
3. The FOI Officer will review the application to determine whether the record (s) requested will be made available. Chapter 77 the Suffolk County Code prohibits the Board of Ethics from releasing certain information, particularly pertaining to Financial Disclosure Statements. The FOI Officer will notify the requesting individual, within twenty business days from the date of acknowledgement of receipt,

whether request was granted or denied. Notification will be sent by means of a copy of the application with applicable box checked in Section 2. If granted, the FOI Officer will also notify the applicant of the date the records will be made available. If denied, the FOI Officer will provide a reason for the denial.

4. **Please note:** As exempted under the New York State Freedom of Information Law (FOIL), the following personal information will be redacted from any record prior to release: Home address, home telephone number, un-emancipated child(ren)'s name(s), and spouse's name.
5. **Please note:** As exempted under the Suffolk County Code §77-14(D), all Categories of Value will be redacted from any Financial Disclosure Statement prior to release.

HARD COPY REQUESTS

1. Upon receiving a notice of approval, the requesting individual may call or email the Office of the Board of Ethics to make an appointment to pick up the requested record (s). Appointments are required and will be scheduled for the hours between 10:00 A.M. and 3:00 P.M., Monday - Friday excluding Holidays.
 - a. Copies of the material can be prepared by the Board of Ethics Staff at the cost of 25 cents per page. Additional charges apply to requests that require an outside professional service or an excess of two hours of agency employee time to prepare copies in compliance with the request in accordance with the Public Officer's Law §87.
 - b. Arrangements should be made in advance to pick up the copies of the record (s). The requesting individual must pick up the copies in person and must be prepared to present valid government issued identification at that time.
 - c. The Board of Ethics is required to redact certain information from Financial Disclosure Statements prior to public release, including information for which the Board has approved a privacy request made by the individual submitting the Statement. As a result, there may be some delay between the approval of the application and the date on which the material will be available.
 - d. Prior to being given access to the record (s) valid government issued identification must be presented. A Board representative will make a photocopy of the identification to be maintained in the office's records.
 - e. On the day the record is made available, the Board is required to notify the individual whose Statement has been made available for public inspection that said request has been approved and must include in that notification the identity of the individual to whom the Statement was produced.

- f. The Suffolk County Board of Ethics staff does not hold authority to comment on the disclosed information contained within the produced records under any FOIL request.

REQUESTS FOR IN-PERSON REVIEW OF RECORDS

1. Upon receiving a notice of approval, the requesting individual may call or email the Board of Ethics office to make an appointment to review the record (s) in person at the office of the Board of Ethics. Appointments are required and will be scheduled for the hours between 10:00 A.M. and 3:00 P.M., Monday - Friday excluding Holidays.
 - a. Prior to being given access to the record (s) valid government issued identification must be presented. A Board representative will make a photocopy of the identification to be maintained in the office's records and retain the original identification until each record is returned in its' entirety.
 - b. The material made available may not be taken from the Office of the Board of Ethics under any circumstances.
 - c. While in the office, the requesting individual may make copies of all or any portion of the material using his/her own electronic copying device. Upon request, the Board of Ethics staff can make copies of the material at the cost of 25 cents per page. Depending on how much material is to be copied, it may take some time to complete the copying. Requesting individuals may have to return to the office at a later time to pick up the copies.
 - d. All of the material that is provided for review must be returned to the Board's staff prior to leaving the office. Should the requesting individual be unable to complete his/her review in a single visit to the office, an appointment may be made to conduct further review.
 - e. The Suffolk County Board of Ethics staff does not hold authority to comment on the disclosed information contained within the produced records under any FOIL request.

APPEALS

1. **You have a right to appeal a denial of Application in writing to the Office of the County Attorney within 30 days of the denial. Information as to the person to contact is shown below. The contacted person must respond to you in writing within ten business days of receipt of your appeal.**

ADDRESS FOR APPEALS ONLY: Suffolk County Attorney
Attn: FOIL Appeals Officer
H. Lee Dennison Building, 6th Floor
P.O. Box 6100
Hauppauge, New York 11788

QUESTIONS

Questions concerning these procedures should be directed to the Office of the Board of Ethics, utilizing the following contact information:

Suffolk County Board of Ethics
335 Yaphank Avenue
Yaphank, New York 11980
Office: (631) 852-4038
Fax: (631) 852-4041
Email: ethicsboard@suffolkcountyny.gov

Amended & Adopted as
Resolution No. 011/2013
on 6/11/2013
Revised 5/3/2013
4/10/2013